



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 551<sup>ST</sup> SIGNAL BATTALION  
BLDG 25605 BARNES AVE  
FORT GORDON, GEORGIA 30905

REPLY TO  
ATTENTION OF:

ATZH-TBB

1 October 2016

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum No. 4 – Sexual Harassment Assault Response and Prevention Program

1. References:

- a. AR 600-20 Army Command Policy
- b. Army Directive 2011-19 Expedited Transfer or Reassignment Procedures for Victims of Sexual Assault

2. I have zero tolerance for anything less than providing Soldiers and civilians with working, living, and recreational environments free of sexual harassment/assault and discrimination. Sexual harassment/assault and discrimination violates human dignity as well as acceptable standards of integrity and impartiality required of all Army and civilian personnel.

3. Sexual Assault: Sexual assault is a crime and is defined as intentional sexual contact, characterized by the use of force, physical threat or abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy, indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Soldiers must intervene, act, and motivate themselves and their peers to immediately stop assaults before they start. Soldiers can file a restricted report to the Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), chaplain, or healthcare provider. Likewise, Soldiers can file an unrestricted report to the SARC, VA, chaplain, healthcare provider, chain of command, or law enforcement.

4. Sexual Harassment: Any person who uses or condones any form of sexual behavior to control, influence, or affect the career, pay or job of a military member or civilian employee and/or causes a stressful work environment, is engaging in sexual harassment. The three categories of sexual harassment are verbal, nonverbal, and physical contact. Any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature and causes a stressful work environment is engaging in sexual harassment. Any leader or person who witnesses or otherwise knows of incidents of sexual harassment will act immediately. Reporting procedures are explained in Policy Memorandum No. 5, EO and Sexual Harassment Complaint Procedures. A Soldier who feels uncomfortable filing a complaint with the unit chain of command, or who has a complaint against a member of the chain of command, may file a complaint with an alternative agency, to

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include a higher echelon of the chain of command, Inspector General, Provost Marshal, Medical agency personnel, Staff Judge Advocate, and the Housing Referral Office.

5. Training: All Soldiers, regardless of rank, will receive two prevention of sexual harassment classes each year. Civilians will receive an initial class and annual training thereafter. Commanders must establish proactive Equal Opportunity (EO) programs to sensitize Soldiers in gender relations and the chain of command will be supportive and take corrective action when sexual harassment is substantiated. Sexual Assault training will be conducted annually at a minimum, as well as be incorporated in weekly safety briefings.

6. Reprisal: Commanders will take appropriate action to prevent incidents of intimidation, harassment, or reprisals against individuals who file an EO or sexual harassment complaint, or a sexual assault report. Should Soldiers be threatened with such an act, or should an act of reprisal occur, they must report these circumstances to the Chain of Command, Inspector General, or UVA (Unit Victim Advocate). The IG number is 791-4565 and may be used to report threats or acts of reprisal.

7. Soldiers and civilians are responsible to conduct themselves in a strictly professional manner. All personnel in this Battalion will treat each other with dignity and respect without regard to gender. Any substantiated incidents of sexual harassment/assault will be dealt with swiftly.

8. The point of contact for this memorandum is the Battalion SARC, SFC Valerie Hutchinson at [valerie.a.hutchinson2.mil@mail.mil](mailto:valerie.a.hutchinson2.mil@mail.mil) or 706-791-6722.

  
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